

# HIGHGATE GALLERY

## Prospectus



Illustration by Richard Robbins

## Highgate Literary & Scientific Institution

11 South Grove  
London  
N6 6BS

tel: 020 8340 3343  
[www.hlsi.net](http://www.hlsi.net)  
[gallery@hlsi.net](mailto:gallery@hlsi.net)

# QUICK GUIDE

## **FOR ARTISTS SUBMITTING WORK FOR EXHIBITION IN 2021**

This page is intended as a quick guide to exhibiting at Highgate Gallery.  
For full details, please read through the following pages in entirety.

### **THE SPACE**

Highgate Gallery dimensions are 11 metres x 8 metres.  
There are 24.8 metres of clear linear hanging space on three walls.

### **SELECTION OF WORK**

Those interested in exhibiting should submit the following to the Highgate Gallery Committee: a memory stick or We transfer, with details of medium and size, a CV and a statement on the work and exhibition proposal.

### **DATES OF SELECTION MEETINGS ARE:**

2020 - 15 January, 11 March, 13 May, 8 July, 16 September and 11 November.

N.B. Submissions should reach the Gallery one week before the date of the meeting, please.

### **FEES FOR EXHIBITING IN 2021**

Highgate Gallery may be hired by an artist or by a group of artists on a two-weekly basis, Thursday to Thursday, for £700.

### **HANGING THE WORK**

Exhibitors usually make use of the Highgate Gallery Hanging Service, though artists can hang their own work if they wish.

### **SUPPORT FOR EXHIBITORS**

A Co-ordinator is assigned to liaise with the artist throughout the planning stage and during the exhibition. Publicity material is produced by the artist in conjunction with the Co-ordinator to promote the exhibition.

### **SUPERVISION**

Highgate Gallery does not provide any supervision or security for works exhibited. Exhibitors unable to supervise their own exhibitions are obliged to hire invigilators through the Gallery at the cost of £9 per hour.

### **HIGHGATE GALLERY OPENING TIMES**

Tuesday - Friday	1.00pm - 5.00pm
Saturday	11.00am - 4.00pm
Sunday	11.00am - 5.00pm



## INFORMATION FOR ARTISTS SUBMITTING WORK FOR EXHIBITION IN 2021

Thank you for enquiring about exhibiting at Highgate Gallery.

Please note that we are currently programming for 2021.

If you have any queries or would like to arrange a visit to the Gallery, please contact the Gallery Administrator at the address on the cover.

Two *specimen* Hiring Agreement forms are included with this pack, for information only.

### BACKGROUND

Highgate Gallery is located approximately five miles from central London and may be accessed easily by bus and underground. Highgate is essentially a residential area with strong historical and cultural roots and still has a village atmosphere. There is a lively high street of small shops and cafes and it is close to Hampstead Heath and Kenwood House. Particularly in summer, Highgate is a tourist destination. Highgate Gallery is housed in the Highgate Literary & Scientific Institution (HLSI), a busy cultural and social centre founded in 1839 and situated in a 19<sup>th</sup> century building. The HLSI promotes science, literature and the arts through the provision of gallery space, a library, lectures, classes, concerts and exhibitions. (See location map below.)

Highgate Gallery is an integral part of HLSI and is run by a committee of artists, buyers, arts administrators and others with a background in the arts. It is a unique exhibition space that showcases a wide range of original work, as well as hosting talks, workshops and educational activities. There are around nine two-week exhibitions per year and periodically a national touring exhibition (Hockney in 2000, Goya in 2003, Picasso in 2006, Walker Evans in 2010, Georg Grosz in 2014 and most recently a Kyffin Williams Centenary show).

### THE SPACE (see diagrams below)

Highgate Gallery is in The Victoria Hall, an attractive and unusual nineteenth century room with a high vaulted ceiling, white walls, a large skylight and wooden floor. It has recently undergone refurbishment.

- Highgate Gallery dimensions are 11 metres x 8 metres.
- There are 24.8 metres of clear linear hanging space on three walls.
- The hanging system is called 'Clip Rail' from a company called *Peak Rock* (see website [www.peakrock.com](http://www.peakrock.com) for images). Works should be fitted with D rings to be compatible with this system.
- Large-scale works can be shown, however the area is suitable only for two-dimensional exhibits. The hanging rail can support work of up to 13kg.
- LED light fittings from a suspended track give even lighting to the exhibition area. There is also natural light from the skylight.
- Electrical sockets are provided throughout the Gallery.
- There is a gallery browser available for any unframed works which you may also wish to display, and a small secure cupboard, 53cm x 63cm, at head height for storing prints or unframed work on paper. Please note that no loose (i.e. unhung) work may be left in the gallery overnight except in that cupboard. Similarly, due to the lack of storage space at the HLSI, we regret that nothing else may be left on the premises (e.g. in the kitchen or in the office) without specific, prior permission.

### SELECTION OF WORK

The selection of work is made by the Highgate Gallery Committee. The committee considers every exhibition proposal on its own merit. We are looking for work of high quality whatever the medium. The best proposals provide a clear rationale, explore an idea or work through developing a theme or technique. We want to be genuinely intrigued and excited by the work. We often have more submissions than exhibition slots and therefore regrettably sometimes have to turn down good work. Our selections are also guided by our desire to achieve a balance over the year, so that visitors can always be sure of finding something new to interest them.

Those interested in exhibiting should submit the following: a memory stick or We transfer, with details of medium and size, a CV and a statement on the work. Artists are in addition strongly

advised to submit one or more pieces of work to support their application. Please deliver the artwork between 10am and 12.30pm on the day of the Committee Meeting and collect it later by 4.30pm. All material submitted will be returned. Where an artist has previously submitted work, the Committee will only consider a new application after three years.

#### **FEES FOR EXHIBITING IN 2021**

- Once the Committee has approved an application, the Gallery may be hired by an artist or by a group of artists on a two-weekly basis, Thursday to Thursday, for £700.
- A payment of £350 is required to secure the booking.
- No commission is taken on sales.
- Gallery charges are free from VAT.
- There is a £60.00 charge for the waiter/caretaker at the Private View.
- Cheques made **payable to HLSI** (Highgate Literary & Scientific Institution).
- Alternatively, payment may be made by bank credit transfer.
- Cancellation policy is laid out in the specimen Hiring Agreement attached.

Exhibitors should bear in mind that they will incur further expenditure related to their exhibition, namely printing costs, the cost of refreshments for the Private View, and invigilation costs if required.

Highgate Gallery may also be hired by commercial exhibitors. Please contact the Gallery Administrator for details.

#### **DATES OF SELECTION MEETINGS ARE:**

2020 - 15 January, 11 March, 13 May, 8 July, 16 September and 11 November

**N.B. Submissions should reach the Gallery one week before the date of the meeting, please.**

#### **PROMOTION OF EXHIBITIONS**

- It is expected that artists will promote their own exhibition, in conjunction with the material generated by Highgate Gallery.
- Highgate Gallery sends a press release and images of the work to monthly magazines and weekly newspapers serving the locality; however press coverage cannot be guaranteed.
- Exhibitions are also advertised in 'Galleries' magazine, and posted online on selected websites.
- Private View invitations (provided by the exhibitor) and accompanying press release are sent to 'Friends of the Gallery'. The Friends scheme is made up of artists and others with an interest in the Arts. The Gallery also has an Instagram account: highgategallery.
- HLSI members (about 1100) are sent an annual programme of Highgate Gallery Exhibitions.
- The 12 A4 posters provided by the exhibitor are displayed locally in Highgate and in other busy shopping areas such as Crouch End and Muswell Hill.
- We suggest that artists also have printed, for their own distribution, size A5 flyers as some shops prefer this smaller size. A small amount may also be left in the HLSI office for circulation by the Gallery Committee.

#### **SUPPORT FOR EXHIBITORS**

A Co-ordinator is assigned to liaise with the artist throughout the planning stage, on hanging day and during the exhibition. There is always an HLSI staff member on the premises when the Gallery is open.

#### **SUPERVISION & HANGING**

Highgate Gallery does not provide any supervision or security for works exhibited. Exhibitors are obliged either to supervise their own exhibition or to hire invigilators through the Gallery at £9 per hour. Prior notice is needed for this service. (The Gallery can get quite busy on week-end afternoons, such as when there is a local event taking place. You may wish to be able to call on a friend to help with staffing the Gallery at short notice.)



Exhibitors usually make use of the Highgate Gallery Hanging Service, though artists can hang their own work if they wish. This service is provided by professional exhibition installation technician Tom Scase. His fee is quite separate from the Gallery hire fee.

### **INSURANCE**

Works are exhibited entirely at the risk of the exhibitor. Insurance of works exhibited or of other property is not provided and is the responsibility of the exhibitor.

### **HIGHGATE GALLERY OPENING TIMES & ACCESS**

- Tuesday - Friday 1.00pm - 5.00pm
- Saturday 11.00am - 4.00pm
- Sunday 11.00am - 5.00pm

Highgate Gallery is at street level, opening directly from the entrance lobby, and is fully accessible for visitors in wheelchairs. There are two disabled parking bays outside. Weekly HLSI lectures and classes are held in the Gallery space, as are occasional private functions, so exhibitions receive plenty of additional exposure.

### **TRANSPORT**

Buses: 210, 143 and 271 stop close to the Gallery. Buses run frequently from Archway Station to Highgate Village.

Underground (Northern Line): Archway Station is 10 minutes walk away but up a steep hill. Highgate Station is 15 minutes walk away.

### **ENCLOSURES**

List of Past Exhibitors

[Specimen](#) HLSI Hiring Agreement

[Specimen](#) Highgate Gallery Hiring Agreement

### **ADDITIONAL INFORMATION FOR OVERSEAS EXHIBITORS AND THOSE UNFAMILIAR WITH THE GALLERY**

#### **FINANCIAL CONSIDERATIONS**

There will be additional costs involved for those from further afield and for overseas exhibitors. Please be aware that exhibitors are responsible for covering the following:

- Any charges involved in currency conversion
- Packing and shipping costs
- The cost of accommodation and living expenses in London, should it be required
- The payment of local invigilators, should it be necessary.

#### **PRACTICAL CONSIDERATIONS**

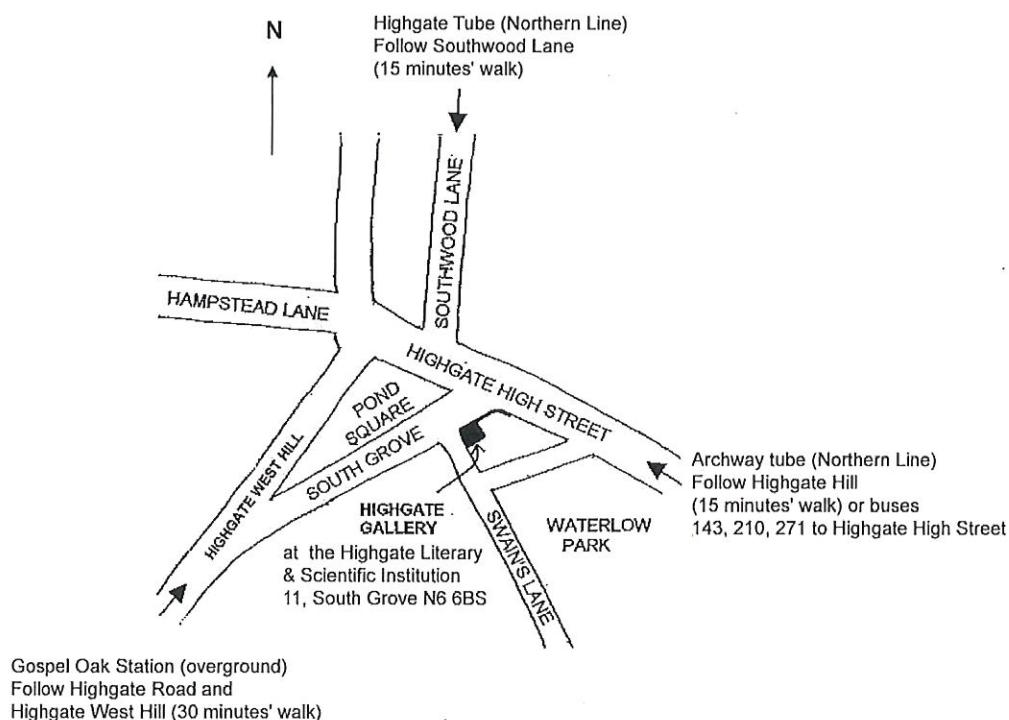
Exhibiting artists should note the following points:

- Generating an audience for artists not known locally takes further work by the artist
- Exhibitors are expected to arrange their own accommodation in London
- Highgate Gallery offers a superb showcase for artists to display their work in London, however, the possibility of sales cannot be guaranteed. In the past, sales have varied according to the style, size and price of work shown.
- The same exact timings for the delivery and collection of art work apply to overseas artists as well as more local artists. This is because storage space is not available at HLSI. This can be more difficult to arrange for overseas artists when dealing with shipping companies.

#### **IN GENERAL**

Members of Highgate Gallery Committee endeavour to help all exhibiting artists to have a successful exhibition. The main contact for the artist will be the Co-ordinator appointed to them from the Committee. Please bear in mind that although we provide as professional a

service as possible, supported by the full-time office staff of HLSI, all Gallery Committee members are volunteers.



## Highgate Gallery Exhibitors & Exhibitions

### Individual Artists

#### 1994

Rhonda Whitehead  
Marlene Rolfe

#### 1995

Robert Chambers  
Oliver Gollancz  
Martin Goold  
John Lacey

#### 1996

Marsha &  
Amelia Burke  
Philip Diggle  
Donald Barron &  
Charlotte  
Stephenson  
Sarah Devereau  
Sandy Carter  
Tom Scase

#### 1997

Richard Robbins  
Kathy Dallas  
Yasmin Hosein  
John Gay  
Tessa Beaver

#### 1998

Alan Farrant  
Donald Barron,  
Charlotte  
Stephenson &  
Vanessa Whinney  
Dorien Levine  
Margaret  
Martynowicz-Laird  
Richard Robbins

#### 1999

Andrew Pepper  
Philip Diggle  
Gaia Persico  
Olga Vojdaeva  
Susanna Richmond  
Rhonda  
Whitehead  
Oliver Gollancz  
Bernadette Ash

#### 2000

Donald Barron,  
Charlotte Stephenson  
& Vanessa Whinney  
Sally Fisher  
Jean McNeil &  
Maria Pinschoff  
Antonella Pacifico  
Richard Robbins

#### 2001

Andrew Feltham  
Tom Scase  
Judy Levi  
Michael Jones  
Elspeth Hamilton  
Shakeel Siddqui  
Oliver Gollancz

#### 2002

Bernadette Ash  
Annemarie Langhard &  
Ben Baker  
Richard Kemp  
Liz Sutherland  
Wilma Johnson

#### 2003

Philip Diggle  
Phil Robbins  
Tom Scase  
David Seaton  
Miles Richmond,  
Miranda Richmond,  
Susanna Richmond,  
Rosie Skaife  
d'Ingerthorpe &  
Paul Trehwela

#### 2004

Alexander  
Pemberton  
Jeanne Dodd &  
John Lacey  
Amanda Burton  
John Nicoll  
Richard Robbins  
Rosemary Cooper &  
Mary Davis  
Charlotte  
Stephenson &  
Vanessa Whinney  
Oliver Gollancz



**2005**

David Rogers  
 Antonia Ramis  
 Miguel  
 Michaela Cibulkova  
 Judy Levi-Bernstein  
 Sophie Levi  
 Seana Brennan,  
 Gerry Ewens &  
 Jacqueline Willcock  
 Sally Fisher  
 Jean Buckland

**2006**

Gordon Scott  
 Christopher  
 Pemberton  
 Tom Scase  
 Emma Biggs,  
 Tessa Hunkin &  
 Jo Thorpe  
 Mark Osborne &  
 Judy White  
 Assheton Gorton  
 Colin David,  
 Helen David,  
 Judith Fairlie,  
 Stephen  
 Mumberson,  
 John Nicoll,  
 Richard Robbins  
 & Tom Scase

**2007**

Brian Knox  
 Philip Diggle  
 Richard Keeler &  
 David Barlow  
 Richard Robbins  
 Gohar Goddard  
 Peter Clossick  
 Barry Lewis  
 Annemarie Langhard  
 & Ben Baker

**2008**

Patrick Hourihan  
 Steve Brooks  
 Tom Scase &  
 Richard Kemp  
 Claudia Bose  
 Emma Withers &  
 Phil Robbins  
 Judith Green  
 Alastair  
 Campbell-Binning  
 & Deborah Batt  
 Seana Brennan,  
 Gerry Ewens &  
 Deirdre Porter-  
 Evans

**2009**

Emily Ault  
 Stephen Bishop  
 Zoe Kakolyris  
 David Bartels  
 Victor Kuell  
 Brian Palmer  
 Alessandro Vignali  
 Soshana

**2010**

Evi Photopoulos  
 Any Devane  
 Liz Miranda  
 Patrick Cullen  
 Anne Cloudsley

**2011**

Garry Kennard  
 Hilton Miller  
 Miranda  
 Richmond,  
 Rosie Skaife  
 d'Ingerthorpe,  
 Colin Taylor,  
 John Drury &  
 Paul Trehwela  
 Cuillin Bantock  
 Geoffrey Salmon

**2012**

Gabrielle Lockwood  
 Estrin  
 Christopher Cook  
 Lorna Hadfield &  
 Alison Bickmore  
 Clare Shepherd &  
 Christiane Shepherd  
 Stephen Bishop  
 Marilyn Southey  
 Mari l'Anson

**2013**

Emily Ault  
 James Gardner  
 Tom Scase  
 Stephen Brooks  
 Peter Freeth RA  
 Ben Baker &  
 Annemarie Langhard

**2014**

Cuillin Bantock,  
 Jessica Poole,  
 Geoffrey Rigden &  
 David Webb  
 John Rosser,  
 Emma Moir &  
 Emma Cousin  
 Ami Spangler  
 Jonathan Cooke  
 Philip Diggle

**2015**

Patrick Hourihan  
 Liz Miranda  
 Patrick Cullen  
 Rhonda Whitehead  
 Annie Bromham  
 Elizabeth Hannaford  
 Monica Petzal

**2016**

Sophie Levi &  
 Tess Recordon  
 Richard Downer  
 Maggie Jennings  
 Robert Cunning  
 Evelyn Korn

**2017**

Elsbeth Hamilton  
 Karen Loader  
 Tom Scase  
 Danny Israel  
 Cay Schröder

**2018**

Philip Diggle  
 Julia Noble  
 Stephen Brooks  
 Linda & John  
 Jenkins  
 Tamara Jovandic  
 Dee McLean

**2019**

Simon Williams  
 Adam Forman  
 Katy Sayers Green  
 Liz Sutherland  
 Susanna Storch  
 Patrick Hourihan  
 David Taylor,  
 Samantha Laub &  
 Jason Sweidan

**Group shows**

Artonomy, 2011  
 Chocolate Factory Artists, 2010  
 Contemporary American Indian Art  
 East Finchley Open, 2013, 2018  
 Greenwich Printmakers, 2003  
 HLSI art students and tutors, 2012  
 Highgate Science week, 1998, 1999  
 Highgate Society Life Drawing Group  
 Highgate Watercolour Group, 2015  
 Jamaican Intuitives, 2017

**Exhibition of student work**

Local secondary schools, 1997  
 Camberwell School of Art, 1998  
 Middlesex University, 1998  
 Pupils from 7 local secondary schools, 2000  
 Byam Shaw School of Art, 2002  
 6<sup>th</sup> form pupils from 7 local schools, 2002  
 Pupils from local primary schools, 2005,  
 2007, 2009

### Group shows (cont.)

Life Class, 2002, 2014  
London Group, 2004, 2008  
New Embroidery Group, 2002  
Political Cartoonists, 1998

### Memorial Exhibitions

Mary Bryson, 1997  
James Edward Moore, 2000  
Richard Robbins, 2009  
Lee Travis, 2016  
Ron Delavigne, 2016  
Judith Downie, 2019

### Commercial Exhibitors

Walker Books Illustrations  
Olympia Fine Art & John Huddy  
David Raybould, L'Art Abstrait  
Harriet Green Fine Arts  
Paintings from Soviet Russia, 1950-80

10<sup>th</sup> Anniversary Retrospective, 2004  
Printmakers' Council, 2011, 2013, 2016  
Printmakers Inc, 2017

### Highgate Literary & Scientific Institution Members' Art Exhibitions

1996, 1998, 2001, 2003, 2005, 2007, 2009,  
2011, 2013, 2016, 2019

### Loan Exhibitions

David Hockney, *Grimms' Fairy Tales*, 2000  
Francisco Goya, *The Disparates*, 2003  
Picasso, *Histoire Naturelle*, 2006  
Walker Evans' photographs, 2010  
George Grosz - *The Big No*, 2014  
Kyffin Williams: *Paper to Palette Knife*, 2018

## The Exhibiting Space

The Gallery floor area measures 11m x 8m (see Plan on page 12).

Three walls of the Gallery are available for mounting art works. The exhibiting area is made up of continuous white-washed panels from the floor to a height of approximately 2.90m. There is an adjustable hanging system using track, cords and hooks which will be demonstrated to artists. The suspended lighting system uses new LED light fittings.

Artists are very welcome to visit the Gallery to view the facilities.



Danny Israel's exhibition, *Night Fishing In Ugljan*, June 2017.

Photo: ©Danny Israel.



*Specimen copy -  
for information only*

# Hi

Highgate Literary &  
Scientific Institution  
Founded 1839  
11 South Grove  
London N6 6BS  
Tel: 020 8340 3343  
Email: gallery@hlsi.net  
www.hlsi.net

## HIRING AGREEMENT

Date of Agreement:	
Institution:	The Highgate Literary and Scientific Institution, registered under the Friendly Societies Act 1974 with reg number 51SA, of 11 South Grove Highgate London N6 6BS
Hirer:	
Name(s):	
Address:	
Tel:	

1. This Agreement applies to the hire of The Highgate Gallery (display panels only) from \_\_\_\_\_ until \_\_\_\_\_.
2. The terms, conditions and regulations set out in the "Information and Regulation for Hirers" initialled by the Hirer and on behalf of the Institution form part of this Agreement, and must be complied with in all respects.
3. Where more than one person is expressed to be the Hirer, they shall each be jointly and severally liable to the Institution for compliance with all of the terms and conditions of this Agreement.
4. (i) The Institution acknowledges receipt of £\_\_\_\_\_ being a deposit referred to in clause 5.  
(ii) It is a condition of this Agreement that the Hirer pays the Institution the sum of £\_\_\_\_\_ being the balance of the amount of the hiring fee after the deposit by not later than \_\_\_\_\_ next.
5. The Hirer accepts responsibility for any damage or loss which may occur to the Institution, its premises or property or to any other property on the premises of the Institution caused by actions or omissions of either the Hirer or anyone authorised or deemed to be authorised by the Hirer to enter the premises of the Institution, in connection with the hiring which is the subject of this Agreement. Without prejudice to any right of the Institution to recover any further amount in excess of the amount of the deposit, the Institution will be entitled to retain the whole of any part of the deposit to meet any loss which may occur as a result of the Hirer failing to comply with any of the terms or conditions of this Agreement or in respect of any cancellation fee.
6. (i) The Institution does not accept responsibility for any loss or damage or injury to the Hirer or anyone authorised or deemed to be authorised by the Hirer to enter the premises of the Institution or to the property of the Hirer or of anyone so authorised. Subject to the foregoing if the Institution has any liability it shall be limited to the amount of the hiring fee.  
(ii) Notwithstanding paragraph 6(i) the Institution does not limit or exclude any liability for death or bodily harm caused by negligence of the Institution or for any other matter in respect of which it would be unlawful for the Institution to exclude or restrict liability.

Signed by the Hirer  
[if the Hirer is more than one individual each must sign]

\_\_\_\_\_

Signed on behalf of the Institution

\_\_\_\_\_

*Specimen copy -  
for information only*

# Hi

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Founded 1839  
11 South Grove  
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Tel: 020 8340 3343  
Email: gallery@hlsi.net  
www.hlsi.net

## **HIRING AGREEMENT – INFORMATION, TERMS, CONDITIONS & REGULATIONS [year]**

The terms, conditions and regulations set out below will form part of the hiring agreement dated [date] with the Highgate Literary & Scientific Institution (the Institution) entered into by [name] .

### **Booking the Gallery**

The hire fee for [year] is £700. A deposit of £350 secures the booking. This is a down-payment on the hiring fee and is non-refundable. The balance of monies due (£450) are payable **three months before the start of the exhibition**. These include an **additional** £100 which is held against damages until the end of the exhibition and is refundable. (Cheques made payable to HLSI, please)

Notwithstanding that a formal agreement has been entered into, the Institution reserves the right at its absolute discretion to cancel the agreement by notice in writing to the Hirer given not less than three months prior to the start of the exhibition. If the Institution shall exercise its right of cancellation, it shall repay to the Hirer any deposit or other monies which it may have received from the Hirer on account of the hiring fee.

Cancellation by the Hirer must be made in writing. £350 (50% of £700) will be payable if the cancellation is made more than three months before the start of the exhibition. The amount of the full hire fee will be payable if the cancellation is made with less than three months' notice before the start of the exhibition.

Bookings may only be made by entering into a formal hiring agreement and no booking will be binding on the Institution until the Institution has sent the Hirer a copy of the hiring agreement signed on behalf of the Institution.

### **Publicity**

The Gallery will arrange to put one advertisement in *Galleries* magazine, post the show on selected websites and on Instagram, and send a Press Release to local newspapers. There is a bi-annual Newsletter sent to the Institution's membership (over 1100) who are largely local residents with an interest in the arts and culture. The Gallery has a growing list of members and Friends who are circulated with private view invitations and a press release about the artist's exhibition. There is also an Instagram account: highgategallery. Artists may, at their expense, place advertisements in the Newsletter or enclose leaflets. Rates are obtainable from the Office Manager.

### **Private View**

The hiring fee includes the use of the Gallery for a private view on the first Friday evening of an exhibition between 6.00 and 8.00pm or 8.30pm (whichever is mutually agreed to be preferable). The kitchen facilities may be used, but all catering is the responsibility of the Hirer. Glasses, tablecloths and serving dishes are available. The waiter/caretaker who sets up, serves wine and clears up charges £60.00.

### **Security**

The works are exhibited entirely at the risk of the Hirer, and the Institution is not responsible for any loss or damage to the exhibits or to the property of the Hirer, the artist or artists, or anyone authorised or deemed to be authorised by or on behalf of the Hirer to enter the Institution's premises. Insurance of works exhibited or of other property of the Hirer is not provided by the Institution. If insurance is required, it is the responsibility of the Hirer.

### **Invigilation**

The Institution does not provide any supervision or security for works exhibited. It is the responsibility of Hirers to provide invigilators for exhibitions during opening hours. If artists are unable to invigilate themselves,



or to provide alternative invigilators, they must be hired through the Institution at an extra hourly charge. Please contact the Institution for current rates.

**Access to Exhibition**

Any hiring will extend only to the use of the white display areas, together with a right of access to members of the public in order to view any exhibition or display mounted on the display walls during the Gallery opening hours. The Institution, however, reserves the right at its absolute discretion to refuse admission to its premises to any person or persons whom it considers for any reason to be undesirable or likely to be undesirable. Other HLSI activities, such as classes and meetings, may take place in the Victoria Hall during the exhibition period. Occasionally the Hall is let for private events.

**Hanging**

Hanging takes place on Thursday 10am – 5pm, the day before the exhibition begins. Exhibits, including any sold works, are removed from the premises at 5pm on the last day of the exhibition; the building must be cleared by 6.30pm. The stage items may be moved but the piano may not. All artwork not placed on the panels must be removed each day at the close of the exhibition.

**Publicity and PR**

When producing posters and invitations for the Highgate Gallery, please include the following information:

- **ARTIST’S NAME & EXHIBITION TITLE (optional), and EXHIBITION DATES**
  
- **THE FULL ADDRESS:**  
 HIGHGATE GALLERY  
 at the Highgate Literary & Scientific Institution  
 11 South Grove, London N6 6BS  
 Tel: 020 8340 3343  
 email: gallery@hlsi.net website: www.hlsi.net
  
- **THE OPENING TIMES**  

Tuesday - Friday	1.00pm – 5.00pm
Saturday	11.00am – 4.00pm
Sunday	11.00am – 5.00pm
Closed Monday	
  
- **POSTERS SHOULD INCLUDE THE WORDS:**  
 ‘FREE ADMISSION’.

**Initialed by the Hirer**

(If the hirer is more than one individual, each must initial): .....

Initialed on behalf of the Institution: .....

**Friends of Highgate Gallery Privacy Policy**

Exhibitors may wish to join the **Friends’ Scheme** (and thereby receive examples of private view invitations and press releases). Are you happy to receive postal and/or email updates on exhibitions, Friends events and other news from Highgate Gallery?

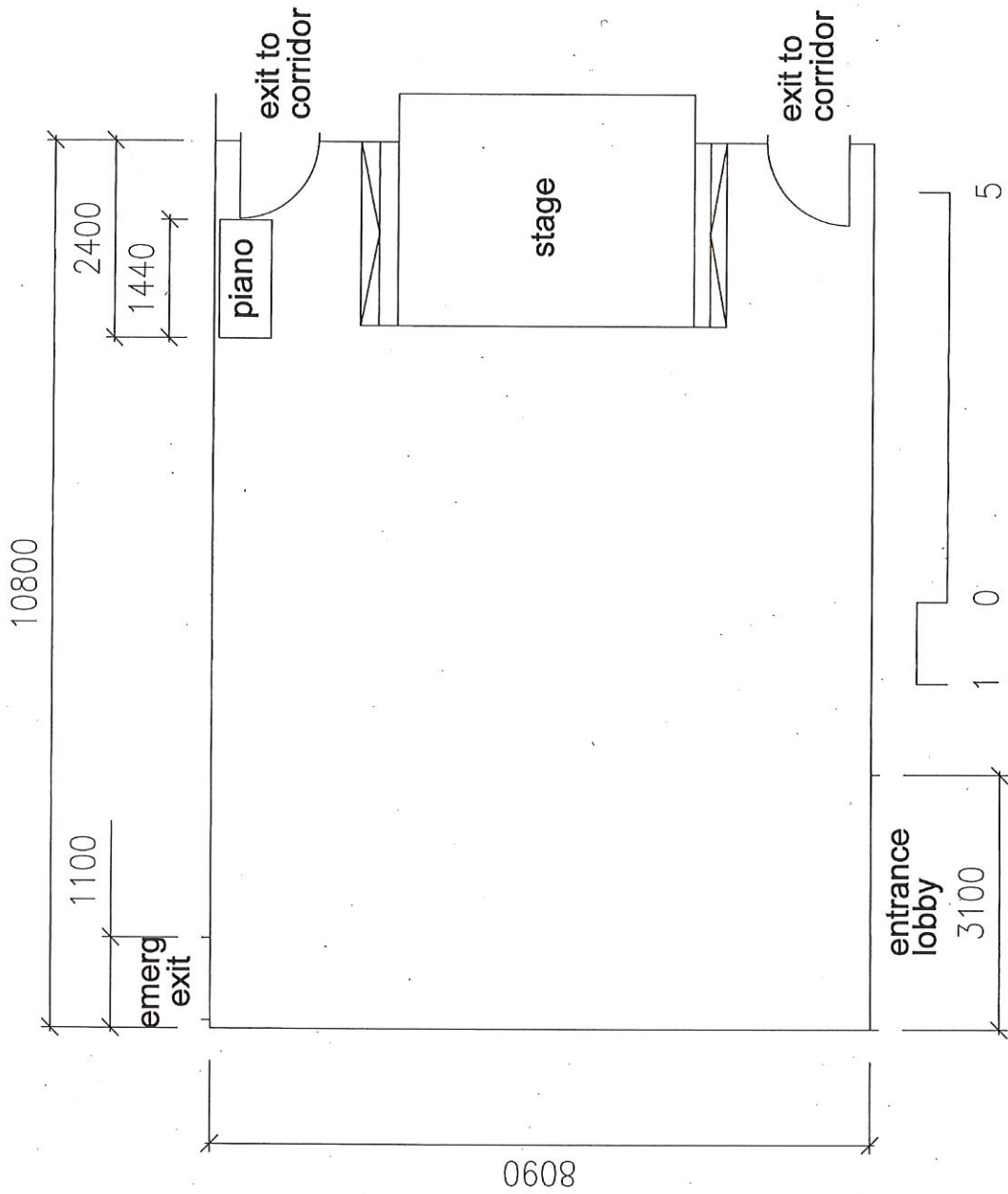
Yes, please

HLSI/Highgate Gallery will handle your data respectfully and responsibly in line with our privacy policy (please see our website for full details: [www.hlsi.net/wp-content/uploads/2018/05/HLSI-PRIVATE-POLICY.pdf](http://www.hlsi.net/wp-content/uploads/2018/05/HLSI-PRIVATE-POLICY.pdf)).

I agree to my personal information below being held by HLSI/Highgate Gallery.

Signed:.....

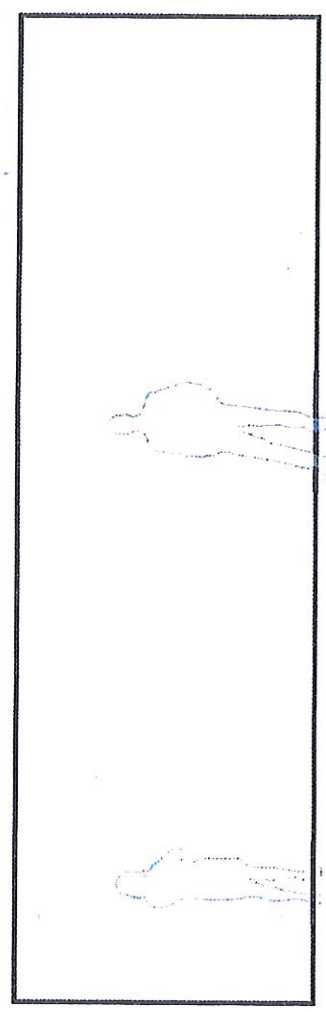
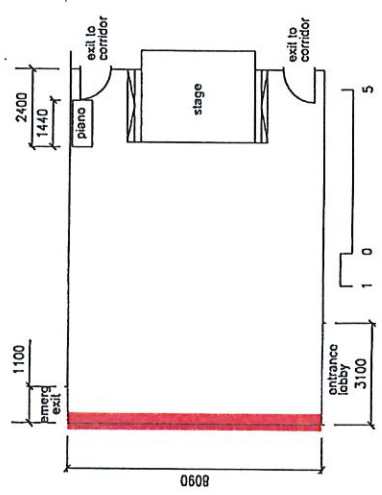
If at any time you no longer wish to continue receiving information from us, please don’t hesitate to contact us. Thank you.



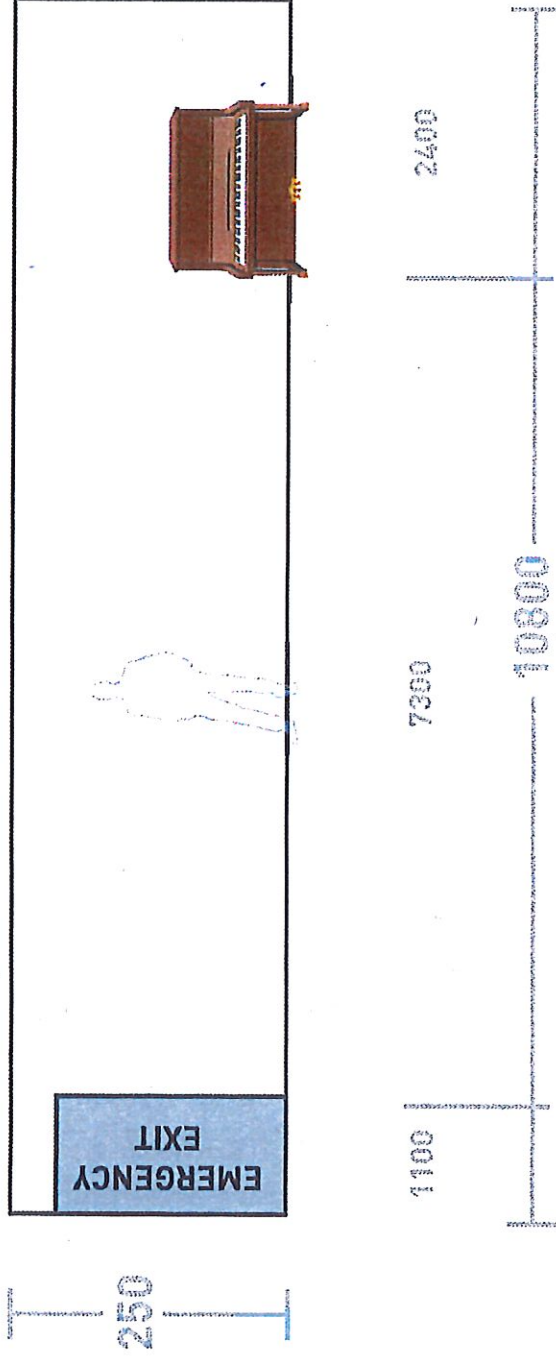
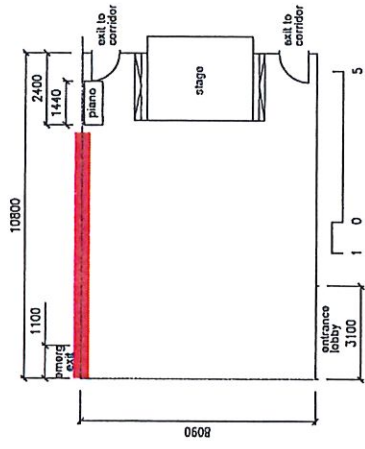
HIGHGATE LITERARY AND SCIENTIFIC INSTITUTION  
 GALLERY FLOOR PLAN  
 SCALE 1:50 @ A3



# HIGHGATE INSTITUTE WALL 1



# HIGHGATE INSTITUTE WALL 2





# HIGHGATE INSTITUTE WALL 3

